



LETHBRIDGE SCHOOL DISTRICT NO. 51

608.6.A Parent and Student Handbook

Mandatory Items

The following topics are required, through policy, to be included in the annual Parent and Student Handbook for each school:

- Mission, Vision
- Student programs
- School Year Calendar
- Attendance procedures
- Course challenge procedures, if applicable
- Fees/Levies
- Discipline
- Student assessment
- Appeal procedures
- Co-curricular programs
- Student services
- Administration of medication
- Use of technology policies and procedures
- School policies and procedures
- Search and seizure of school or student property
- School Council information, including the governance model
- Hours of operation of the school office
- Appropriate contact persons for particular concerns
- VTRA fair notice

Optional Items

In addition to the prescribed items, schools may wish to consider the following items when developing a handbook for use of parents and students. It is expected that each school will develop a handbook which reflects the individual nature of their programs and procedures; the following list is not meant to be prescriptive.

Sample Table of Contents

Introduction

- History
- School District's goals
- School philosophy, mission, vision
- Staff list
- Calendar
- Fees



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Curriculum

- General
- Options
- Special programs
 - Gifted
 - Swimming/skating
 - Theme V of the Health Program
 - Field trips/outdoor education
- Assessment and reporting
- Promotion policy
- Course challenge procedures
- Course transfer procedures
- Appeal procedures
- Co-curricular programs
- Use of technology
- School supplies
- Gym clothing and footwear
- Awards

Student Services

- Counsellors/Advisors
- School Health Nurse and School Resource Officer
- Administration of medication/personal care
- Library
- Lockers
- Bussing
- Insurance
- Telephone
- Lunch room
- Lost and found

Policies and Procedures

- Attendance
- Announcements
- Student conduct and discipline
- Student dress
- Fire drill
- Registration
- Transfers/change of address
- Leaving school grounds
- Supervision
- School and District fees

Exhibit



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- Parking/bicycles
- Smoking
- Student medical problems
- Emergencies/illness

Other

- Student Council
- Student publications
- Photographs
- Assemblies
- Special events/dances
- School spirit
- School Patrol
- Parent involvement/role
- School Council
- Inter-scholastic programs (IB, AP, Heritage Fair, Science Sizzle, etc.)

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Exhibit